

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 31/2015 (closing date extended)  
**OPENING DATE:** 09/23/2015  
**CLOSING DATE:** 10/20/2015  
**POSITION TITLE:** Project Management Specialist (Public Health), FSN-11  
**SALARY:** USD 30,960 p.a. (starting gross salary per year)  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID/Central Asia/Uzbekistan Country Office (USAID/CA/UCO), Tashkent, Uzbekistan

**MAJOR DUTIES:** Under the supervision of the USAID/CA/Uzbekistan Country Office (UCO) Director the incumbent serves as advisor and project manager for assigned projects in areas related to public health, infectious diseases (such as HIV/AIDS, TB, etc.), and food fortification in Uzbekistan and Central Asia region: 1) advises on development of new programs and initiatives in accordance with the goals, objectives, and policies of Congressional earmarks, directives and Presidential initiatives (e.g., PEPFAR, Global Health Initiative); 2) serves as Agreement/Contracting Officer Representative, reviews documents required for payment, change of activities, requests for continuation, and supplemental awards; regularly meets with implementing partners and counterparts, reviews progress made, and identifies issues and makes recommendations on corrective actions before they become problems; 3) as the USAID/CA representative frequently meets with mid- to senior-level host governments health professionals and program directors, as well as health counterparts in non-governmental organizations, private sector, and international organizations to advise on USAID position and technical "state-of-art" and to stay abreast of changes in the host countries policies and plans related to assigned areas; 4) condenses the information and analyzes in-country needs and political and social environment, and advises agency management on observed strengths, weaknesses and opportunities for USAID and the Global Fund programming against U.S. Foreign Assistance Framework objectives and how to deliver in-country and regional public health products and services that reflect international standards and host country policies and regulations; 5) collects information and reports on quality of care and systems reform in Central Asia and actively participates in and provides strategic guidance to inform project planning and management of complex and sometimes sensitive areas related to public health; 6) makes oral and written recommendations to the USG interagency country and regional teams, embassy management, and agency mission and headquarters management; 7) is responsible for monitoring USAID health budgets and developing budget reports for assigned activities; carries out quarterly pipeline reviews, analyzes budget status reports, and follows up on irregular findings, providing advice for realignments of budgets and accruals; 8) participates in technical reviews of proposals and applications, and funding allocation decision making; 9) serves as a senior level USG point of contact on public health issues in Central Asia and assists with the coordination of USG assistance with the Global Fund and other donors to leverage resources and avoid duplication; 10) provides input to the monthly newsletters, speeches, talking points, cables, briefing memoranda and success stories on related to assigned area issues; 11) maintains program-related subject files and records per USAID regulations; 12) organizes site visits and accompanies senior USG officials and other VIP visitors on field trips and serves as spokesperson as required on matters within technical expertise; 13) represents USAID at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies and sits on numerous and ad hoc health working groups; 14) other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

- **Education, Skills and Experience (60%):** Master's degree or host country equivalent in technical field (medicine, public health, nursing, epidemiology, behavioral or social sciences, or other relevant field) or medical degree. Minimum five years of progressively responsible program/project management experience managing projects in public health or a related field with an international development organization; experience working in the health arena in Central Asia including developing, implementing and evaluating public health programs involving coordination with an international agency or implementing partner and at least two years managing resources and leading teams or directing groups. Technical experience related to HIV/AIDS and/or TB is strongly preferred. Specialized technical knowledge in public health matters, including infectious diseases (HIV and TB) as well as nutrition and working with the related private sector. Comprehensive knowledge of health programs, policies, regulations, precedents, protocols and ethical considerations applicable to the development and administration of health development programs in Uzbekistan and Central Asia. Detailed knowledge of the operational environment, including both a detailed and broad understanding of the structure and operations of government ministries; Global Fund; the structure of healthcare delivery at the national, regional, district and community level; and public health policies and laws in multiple Central Asian countries, with emphasis on Uzbekistan and Kazakhstan. Detailed knowledge of political/legal issues related to the public health sector; detailed knowledge of current standards of care, clinical practices, and knowledge, attitudes and behaviors related to specific health topics. Thorough knowledge of current HIV/AIDS, TB and health systems reform issues. Strong analytical, planning and administrative skills, including budgeting and fiscal management. Proficiency with computer software programs such as word processing, spreadsheets and databases.

- **Teamwork/Interpersonal and Communication Skills (30%):** Strong leadership and interpersonal skills and ability to maintain effective working relationships with national and international health partners. Excellent oral and written communications skills.

- **Language Skills (10%):** Fluent (Level IV) English and Russian (written and oral).

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received by **COB Tuesday, October 20, 2015** via e-mail (preferred): [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov); fax: (7-727) 2507634 or mail to the Executive Office (EXO)/Personnel, USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan. A copy of the Position Description is available in EXO/Personnel (tel.: 7-727) 2507612/17, ext. 6353).

**NOTE:** Applicants must possess all required permits to legally accept permanent employment in Tashkent.

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.